



THE CITY OF SAN DIEGO

## HOW TO OBTAIN A PERMIT FOR A

# Fireplace

CITY OF SAN DIEGO DEVELOPMENT SERVICES

1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

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This Information Bulletin covers procedures to obtain a building permit for the installation of fireplaces. A building permit is required to construct any masonry fireplace or wood burning prefabricated fireplace. Some gas burning decorative fireplaces, kilns or barbecues do not require a building permit but may require a gas permit. Permits are issued at Development Services, third floor, 1222 First Avenue. Appointments are available for better service. All Information Bulletins referenced in this publication are available from the Development Services Center.

## I. FORMS TO COMPLETE

### A. GENERAL APPLICATION

California State Law requires every permit applicant to provide specific information and declarations regarding the proposed work on an application before a permit may be issued.

A General Application (DS-3032) is available at the Development Services Center. The General Application is also available on the Development Services website, see address in footer below. All necessary information can be found on the back of the General Application.

### B. PARCEL INFORMATION CHECKLIST (DS-302)

### C. MANDATORY FEATURES CHECKLIST

## II. PLAN REQUIREMENTS

Prefabricated fireplaces that have been tested and evaluated by a licensed testing agency such as International Conference of Building Officials (ICBO) or a masonry fireplace constructed to predetermined City specifications may be checked while the customer is present. It may be necessary to include copies of these reports or specifications in the building plans.

City masonry fireplace specifications may be obtained at the Development Services Center. Reports for prefabricated fireplaces may be acquired from the responsible testing agency or from the supplier of the fireplace. These reports must meet current California Building Codes. Custom designed fireplaces require an Architect's or an Engineer's stamp and calculations and must be submitted to the City for plan review. Plans must be clear, legible and drawn to scale. The following is a list of minimum plan requirements:

## Documents referenced in this Information Bulletin

- [Information Bulletin 103](#), "Fee Schedule & Worksheet for Mechanical, Plumbing/Gas, Electrical."
- [Information Bulletin 117](#), "Regulations Covering Permit Expiration and Extension."
- [Information Bulletin 120](#), "How to Obtain Project Inspections."
- [Information Bulletin 122](#), "How to Prepare a Single Family Residential Plot Plan and Vicinity Map."
- [Information Bulletin 501](#), "Fee Schedule, Construction Permits - Structures".
- [Information Bulletin 501a](#), "Fee Schedule for Construction Permits - Single Family Dwelling/Duplex."
- [Parcel Information Checklist \(DS-302\)](#)
- [General Application \(DS-3032\)](#)
- [Mandatory Features Checklist \(MF-1R Form\)](#).

### A. Plot Plan

This plan shows the layout of the lot as well as all existing and proposed structures. For more information refer to Bulletin 122, "How to Prepare a Single Family Residential Plot Plan and Vicinity Map."

### B. Foundation Plan

A foundation plan may be incorporated into an approved report. In all other cases a foundation plan is required.

### C. Floor Plan

Provide a dimensioned floor plan of the room where the fireplace will be installed. If a door or window opening is being removed, provide dimensions of all remaining doors and windows.

### D. Other Plans

Custom designed fireplaces may require plans not listed. These include but are not limited to, exterior elevations, section views and connection details. An analysis for all necessary views and details will be made at the time of submittal for plan review.

## III. APPROVALS

A plan check for structural, zoning and mechanical code compliance is required for the installation of fireplaces. Multifamily and Commercial

buildings may require an electrical plan check. All fireplace construction must comply with the California State Energy Commission. This is demonstrated by using the "Mandatory Features Checklist." This checklist must be incorporated into the building plans and is available at [https://www.calcerts.com/forms/res\\_manual\\_form\\_mflr.pdf](https://www.calcerts.com/forms/res_manual_form_mflr.pdf) or through the California Energy Commissions website, [www.energy.ca.gov/title24](http://www.energy.ca.gov/title24).

#### IV. PERMIT ISSUANCE

After all required approvals have been obtained, a permit may be issued. Three sets of plans are necessary upon permit issuance. Two sets must be stamped and signed for all required approvals. One set is retained by Development Services as a permanent record. The other set is returned to the applicant and is to be made available to the building inspector during inspections. The third, unstamped, set of plans is forwarded to the County Assessor's Office.

When the permit is issued, an Inspection Record Card is included with the approved plans. The approved plans, the Inspection Record Card and the permit are important records and should be retained after construction is completed.

A building permit shall become void if the work authorized by the permit has not begun within 180 calendar days of the date of permit issuance. Once the construction work has commenced, the Building Permit shall become void if the work authorized by the Building Permit is suspended or abandoned for a continuous period of 180 calendar days.

A Building Permit for single family residences, duplexes, additions, alterations and commercial tenant improvement shall be given a utilization period of 24 months. Building permits for all other new buildings shall be given a utilization period of 48 months. The permit shall expire by limitation and become void after the given utilization period has elapsed. For additional information regarding permit expiration and extension, refer to Bulletin 117, "Regulations Covering Permit Expiration and Extension."

#### V. FEES

Fees will be collected for custom designed fireplaces submitted to the City for plan review permit.

Single family residences are issued combination permits which include electrical, plumbing/gas, and mechanical along with the building permit. Fees will be determined by the type of fireplace permitted, as described in Section II, of this information bulletin. For more information, refer to Information Bulletin 501, Fee Schedule for Construction Permits - Structures, or Information Bulletin 501a, Fee Schedule for Construction Permits - Single Family Dwellings/Duplexes.

Multi family and commercial projects require separate electrical, plumbing, and mechanical permits. For more information refer to Information Bulletin 103, "Fee Schedule & Worksheet for Mechanical, Plumbing/Gas, Electrical."

#### VI. INSPECTION

During construction inspections are required for such items as foundation, framing, electrical, plumbing, fireplace installation and interior and exterior wall covering. The inspector will sign the Inspection Record Card for each inspection approved. The phone number and information required to schedule an inspection is prominently displayed on the Inspection Record Card. For more information regarding inspections refer to Information Bulletin 120, "How to Obtain Project Inspections," or phone (858) 492-5070.